

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible law enforcement, police services or specialized technical police work. Employees of this class perform many of the duties of lower classes but at a higher skill level and with a greater degree of discretion and independent judgment. Although incumbents often provide day-to-day authority over and direct the activities of a squad or team of subordinates, they may also perform independently in positions requiring specialized skills or particular expertise. Work requires the use of seasoned judgment in the performance of all phases of the work, and particularly in the training and leading of subordinate officers. Work is performed with considerable independence and in accordance with applicable laws, ordinances, regulations, and departmental policies and procedures, under the general supervision of a superior officer, who evaluates work through observation, discussions of problem situations, and review of reports.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects the equipment and appearance of subordinate officers; provides information and special instructions as appropriate; assigns officers to patrol areas; relays and explains special orders and information; conducts patrols personally and provides backup assistance to officers as necessary; checks officers' performance in the field; gives advice to subordinates; and assists in evaluating and rating the performance of subordinates.

Serves as assistant to a watch commander of patrol forces; coordinates uniformed patrol activities on an assigned shift; assists in preparing or prepares personnel assignment rosters; conducts roll call briefings at the beginning of shifts; patrols the city on an irregular basis to monitor performance; and responds to and takes command of major incidents or emergencies.

Participates in the apprehension and arrest of law violators; questions suspects; interviews witnesses; and makes court appearances.

Reviews reports of subordinates and prepares reports for higher ranking officers; responds to and takes control of serious or complex incidents or emergencies until relieved by a superior

officer.

Leads and participates with a squad of investigative personnel; reviews cases and makes case assignments; provides advice and assistance to subordinates relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.

Participates in investigations of major cases; investigates crimes which remain unsolved following initial investigations; serves on special task forces organized for the purposes of investigating major crimes or criminal activity or of dealing with unusual emergencies or widespread special police problems.

Handles minor employee grievances and refers others to higher authority; assists in disciplinary investigations.

Prepares news releases; analyzes police data as a basis for identifying special problems; enlists police participation in crime prevention and control programs; analyzes crime incidence data; conducts security surveys.

Receives, logs in, records, maintains custody and control of, and releases evidence and recovered property as conditions and standards warrant; provides evidence and testifies as to provenance of materials submitted in evidence; responds to public, offender, witness, and victim requests for information and release of evidence or stolen property; and meets with attorneys regarding the provenance of evidence.

Serves as the representative of the department in expediting and assuring the quality of the maintenance of police vehicles and the safe custody and first echelon maintenance of designated categories of equipment.

Conducts investigations of applicants for bar cards and internal investigations of complaints against police officers; screens, investigates, and interviews applicants for employment as sworn officers; investigates applicants; conducts polygraph investigations of applicants and offenders, and assists in the interrogation of witnesses; participates in special investigations of the conduct of city affairs on instruction from appropriate authority.

Plans and supervises in-service training programs; schedules programs; obtains materials for use in training programs; facilitates and provides administrative support for external training of police officers; maintains library of training files and other materials; provides instruction in aspects of the continuing departmental training program.

Plans and performs technical services in research, communications or special project areas in support of the various law enforcement functions.

Maintains personnel and operation records and prepares reports; participates in in-service training programs, staff meetings, oral interviews, and similar activities.

Performs any related duties assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the street layout and geography of the city and of significant socio-economic characteristics of the city.

Considerable knowledge of modern police practices and methods.

Considerable knowledge of departmental policies, procedures, rules, and regulations.

Considerable knowledge of applicable federal, state, and local laws and ordinances, including the laws of arrest, search, and seizure.

Knowledge of the principles, practices, and procedures of the special field of assignment.

Knowledge of principles and methods of supervision.

Skill in the use of firearms and other such regular and special police equipment as may be assigned.

Ability to assign, supervise, review, and evaluate work of subordinates.

Ability to communicate effectively, orally and in writing.

Ability to analyze situations quickly and objectively and to determine proper courses of action.

Ability to maintain records and prepare reports.

Ability to deal tactfully and courteously with the public and to establish and maintain effective working relationships among subordinates, with other officers, and with the public.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United.

Must be a regular employee in good standing in the rank of Police Corporal.

Must, if employed after October 18, 1989, show evidence of successful completion of fifteen (15) hours of bonafide college level courses required by an accredited curriculum in order to be promoted to the rank of Sergeant.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

LY	01-31-46	06-02-94
Rev	11-01-55	03-30-95
	07-23-56	07-09-02
	09-10-61	11-09-04
	09-21-67	
	04-01-70	
	03-11-75	
	03-24-83	
	08-25-88	
	05-31-89/10-18-89	